




MEMORANDUM

TO: Alaska Air and Army National Guard

FROM: Bobbi Brauneis, Procurement Officer 

DATE: August 09, 2023

SUBJECT: DMVA Alaska National Guard Purchasing Procedure for State Medals/Ribbons

This procedure pertains to State of Alaska medals and ribbons **ONLY** and has been developed to ensure Alaska National Guard members receive excellent customer service when requesting the purchase of state medals and ribbons. *Please note, the Alaska National Guard should follow their normal procedures for obtaining National Guard and/or military-issued ribbons and medals.*

1. Each component of the Alaska National Guard, Air and Army, is responsible for providing state General Fund* (GF) coding for the purchase of state medals and/or ribbons. The Administrative Officers (AO) for those components, or their representative, will submit a Standard Requisition (SR) form to the DAS Procurement Office requesting they obtain a quote for the items listed on the SR. Once procurement has a quote, it will be forwarded back to the AO with their SR so it may be completed with the pricing and GF coding.
2. After the DAS Procurement Office receives the signed and coded SR, a member of the procurement staff will create a Purchase Order (PO) and submit to the vendor, providing a courtesy copy to the AO and requestor (if email information is available).
3. The Procurement staff **will not** combine Air and Army National Guard requests for medals/ribbons. Keeping the orders separate ensures each component receives what was requested.
4. When the medals or ribbons have been received, each Administrative Officer for Army and Air will be responsible for taking possession of and controlling the issuance of the state medals/ribbons unless other arrangements have made with DAS Administration.